

EUVIC:

Euvic Sweden

Handbook

So you decided to join us...

... that's great!

Great for us.

And we hope
it's great for
you as well.

A great workplace is great colleagues
and the possibility to solve difficult
problems together

It is not great espresso, sushi lunches, nice offices and big
compensation (even though we believe in that as well)

We believe in:

Transparency

Honesty

Curiousness

Humility

Reflection

Trust

Transparency

We don't hide anything.

If we can, we share all information.

Sometimes it's among company,
sometimes among team and sometimes
among whole world.

Honesty

We're honest in **all aspects**: success, failure, doubts.

We're honest **with everyone**: with team, with customer, with colleagues.

Honesty is **not being an asshole** and spreading your thoughts about everything to everyone. Honesty requires love and respect to be done right.

Curiousness

We really want to know and to understand!

From the secret ingredient that makes cookies so crunchy, to what's the next big programming language, to how I can improve as a person.

By being curious and improving myself, I am changing the world, bit by bit.

Humility

It is okay to not know everything. To make mistakes. To speak up even if you are uncertain about your idea.

It is not okay to act like a “know-it-all” and to hide behind a mask of arrogance.

Reflection

We don't mind making mistakes,
We do mind repeating them.

As we don't learn by experience,
but by reflecting on experience,
we make time for reflection.

Trust

We act and behave according to our values so that people can trust us, and minimal follow up is needed.

We pride ourselves in taking full responsibility for our work so people can depend on us.

We also act in Euvic's best interest.

It means that all we do
is we care about Euvic.

Euvic is not only a building
with a logo. It's people, friendships
and lots more...

It's also customers, without whom we'd go bankrupt. In many cases the customers are the most important assets, so we focus on them all the time.

So are we sitting 16 hours
in the office each day?

Well... if it's going to save someone's life
then yes, but usually we have even time
to celebrate and/or have a beer.

So can we leave the office
earlier than 5pm?

Yes, you can set
your working hours
as flexible as your
project allows.

And yes. You can work from home.
Work is not a place.
This is not 1980...

Rules

Two types of necessary rules

Prevent irrevocable disaster

- Financials produced are wrong. For once, perfection is the goal
- Loosing our customers IP

Moral, ethical, legal issues

- Dishonesty, harassment are intolerable!

Perfect is the enemy of done

Just solve problems quickly. You may have heard preventing error is cheaper than fixing it. Yes in manufacturing or medicine - not so much in creative environments.

Mentality

Give feedback - positive and constructive.
We believe in confirming what is working,
rather than criticizing what is not working.

Share your knowledge. Involve people!

Don't blame. Listen and try to understand first.

Work as a team.

And someone else does not work here.
It's not "someone else's job", "someone else's
problem" or "someone else's task".

Be part of the problem and the solution.

Design thinking, meaning we need to understand
the problem to come up with the solution.

But mostly, we have a 3 word
policy on just about everything:

USE GOOD JUDGMENT!

We think the following is ridiculous

- Get pre-approvals for small spendings
- 3 managers to sign of on small decisions like a banner or add creative
- Permission needed to hang a poster on a wall
- Multi-level approval process for projects
- Get 10 people to interview each candidate

Self-development

Constant learners is what we are
and what we do. We like to learn,
explore and grow.

We believe in bit by bit, finding what we love doing, and doing more of that. We believe that everyone has momentum, that is, knowledge and a speed of learning, and that everyone deserves to be used for maximum momentum

Processes

Good processes help people get
more done

We only have processes where they are
needed and bring value to our people.
Our process should be constantly evaluated
and those who are not adding value
will be removed

Meetings

No one should ever die the death
by PowerPoint at Euvic.

Nor be held at a meeting where
you are not adding value.

If you are in one - run!

Meeting rules

- We always have a clear agenda. No agenda - no meeting.
- We start and finish on time.
- We schedule short meetings. When a long meeting is needed, we plan sufficient amount of breaks to maintain energy and creativity.
- We divert calls to voicemail and don't read emails.
- We listen to each-other and hold our thoughts lightly.
- We agree actions and responsibilities.
- We send out meeting minutes the same day.

In summary We try to build an organization that is characterized by **self-management, wholeness, and a deeper sense of purpose.**

This means that the world is seen as neither fixed nor machine-like. Instead, it's viewed as a place where everyone is called by an inner voice to contribute based on their **unique potential.**

EUVIC:

THE GOOD *People*